NOVA | Dual Enrollment

Dual Enrollment: Student Manual

Office of Dual Enrollment, Outreach & Recruitment

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Purpose of the Dual Enrollment Manual

The purpose of this manual is to provide students and parents, faculty, administrators, and counselors with details about dual enrollment at Northern Virginia Community College (NOVA). This student manual includes policies and procedures for independent dual enrollment students who take courses on a NOVA campus or through NOVA Online, and for contract dual enrollment students who take courses at area public and private high schools.

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General Information

Throughout this manual, the initials **DE** may be used to replace dual enrollment or dual enrolled. If classes are taught at a high school, they are referred to as "contract classes." **ODE** will be used to refer to the Office of Dual Enrollment, Outreach & Recruitment. For information not addressed in this manual, please contact the Office of Dual Enrollment, Outreach & Recruitment at dualenrollment@nvcc.edu or 703.503.6291

I. History of Dual Enrollment

The first Virginia Plan for Dual Enrollment was signed in 1988 by Donald J. Finley, Secretary of Education, S. John Davis, Superintendent of Public Instruction, and Jeff Hockaday, Chancellor of the Virginia Community College System (VCCS). This document provides a statewide framework for dual enrollment agreements between community colleges and public schools in Virginia.

In February 2012, the Virginia Plan was complemented by Virginia HB 1184, which requires local school boards and community colleges to develop agreements allowing high school students to complete an associate degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma. Each school district has developed a pathway for completion of the General Education Certificate and will make this information available to you in an assortment of ways.

In 2015, the "Governing Principles for Dual Enrollment between Virginia's Public Schools and the Virginia Community College System" was adopted and implemented for the 2016-2017 school year. This document can be found in Appendix I.

II. Definition of Dual Enrollment

"Dual enrollment" describes an enrichment opportunity allowing high school/home schooled students to earn college credits for courses taken through a post-secondary institution while still enrolled in high school. Students are enrolled in both a high school (or home school) and a post-secondary institution. In many cases, high school students are able to earn both high school and college credit for college courses that are taught in their high schools, at a college campus, or online. In other cases, students may take certain courses for college credit only while enrolled in high school.

III. Benefits of Dual Enrollment

Dual enrollment provides an opportunity for qualified high school students to enhance their education by enrolling early in college courses and allows them to progress toward their next academic goal without having to wait until high school graduation. Studies suggest that students who acquire college credits while still in high school are more likely to graduate from high school and continue their formal education.

Dual enrollment opens the doors to a higher education for students who may not have thought college would be a possibility for them; they may come from a low-income family or a family where no one in previous generations has attended college. Some dual-enrolled students find that they have more of an aptitude for college-level work than they previously believed.

Dual enrollment class options include those in many of the career and technical education programs offered in our schools. Students can earn credit while testing their interest in a possible career field and may continue coursework if the field interests them.

In addition, a Dual Enrollment program:

- Allows students to receive high school and college credit simultaneously, for some courses.
- Minimizes duplication of course content taken in high school and in college.
- Initiates a college transcript and students can use these courses towards a NOVA degree or transfer to another college or university.
- Provides high school students with a wider range of courses, giving them an opportunity to complete general education courses required at most colleges.
- Allows students to explore different fields before declaring a major.
- Facilitates a seamless transition from high school to college. Students can experience college courses without being overwhelmed by a new environment. They can see how their high school classes compare to college courses and how college professors differ from high school teachers.
- Engages students with rigorous coursework.
- Lowers the cost of a post-secondary education.

Finally, as NOVA students, dual enrolled students will have full access to the resources and services provided on campus. Dual enrolled students:

- May take advantage of services available on campus.
- Have access to the library and check out materials.
- May participate in events, activities, clubs and organizations.
- May take advantage of intramural sports and/or the use of fitness facilities.
- Receive an email account when they enroll in classes and have access to Canvas.

IV. Important Considerations before Attempting Dual Enrollment Coursework

It should be noted that there are some risks to taking DE classes rather than regular high school classes:

- Even good students may get a lower grade in their first college course than they usually earn in a high school course. If they are taking courses that also count toward the requirements for high school graduation, a low grade can negatively impact their high school GPA or their ability to graduate.
- Some students do not take their DE class seriously and get a low grade as a result. This grade becomes a part of their permanent high school and college transcript and could bring down their college GPA once they move on to their post-secondary education.
- A few colleges and universities will not accept DE classes for college credit since they feel once a course is used toward high school graduation, it should not count twice. Similar policies exist for AP and IB credits. Be sure to check the transfer guide at each college being considered for post-secondary education.
- Withdrawals (W) from DE courses may impact a student's future ability to receive financial aid.

Each post-secondary institution may determine whether to accept AP, IB, and or dual credits. We highly recommend that students explore the advanced standing rules of the institutions they are hoping to attend before making their choice.

V. Differences between Dual Enrollment (DE), Advanced Placement (AP), International Baccalaureate (IB) Courses and the Cambridge Program (AICE)

DE is one of several options for high school students who want to get a head start on college. In all cases, students are taking coursework that is more challenging than normal high school classes and students are held to higher standards both academically and socially. The primary difference comes at the end of the course when DE students receive their college grade and credit for the work done throughout the semester provided they receive an A, B, or C grade.

In order for AP students to receive college credit, they must take a final examination at the end of each course. Students earning certain scores may be eligible to earn college credit, but each college has specific policies regarding accepting AP scores for credit.

IB students take classes that include an international perspective of the subject area. Students completing the Higher Level exams for IB may be granted advanced standing credit for these exams if a certain score is achieved. In order to earn an IB Diploma, students must do extensive research in one of sixty topics which serves as the culmination of their studies and allows them to receive their IB Diploma. Each college has specific policies regarding accepting IB scores for credit.

The Cambridge Program offers the Advanced International Certificate of Education (AICE) which is an accelerated method of academic study offered solely through the University of Cambridge

International Examinations (CIE), a division of the University of Cambridge in Cambridge, England. Students take AICE courses and their subsequent exams in order to earn college credits. Each college has specific policies regarding accepting Cambridge scores for credit.

VI. Rigor of Coursework

Regardless of where the course is taught, all students should expect DE courses to be academically rigorous. Content is not altered to accommodate high school students, so students should expect to participate in college-level content and discussions appropriate for adult learners.

In accordance with policy from the State Council of Higher Education for Virginia (SCHEV), all courses taken must be credit bearing. High School students are not permitted to audit classes; they must take the course to be graded and earn college credit and are not eligible to take developmental classes.

VII. Course Syllabus

On the first day of class, instructors will provide each DE student with a copy of the course syllabus. It is important to read and refer to the syllabus carefully as it will provide vital information needed to be successful in the course. The course syllabus is considered to be a type of contract between the instructor and the student. In addition to reflecting the individual instructor's teaching methods and strategies, the syllabus includes:

- Course number and title.
- Instructor's name, college/high school email address, and office hours.
- Objectives that students are expected to achieve upon successful completion of the course.
- Prerequisites and level of preparation expected to succeed in course.
- Description of how the course is going to be conducted. This is typically a proposed schedule of instruction.
- Student responsibilities, including required textbooks or other instructional materials, assignments and other requirements of the course.
- Grading policy.
- Attendance policy.
- Critical Enrollment Dates: Start, Drop, Withdrawal and End dates for the semester.
- Additional information, e.g., holidays, etc. or topics may also be included.
- Accommodations and Accessibility.
- Additional academic student resources.

Students should keep a copy of the syllabus for each course taken as it may play a role when colleges are deciding whether to transfer credit into their associate or baccalaureate program.

VIII. Course Selection and Transferability

Dual enrollment students may enroll in most credit courses offered by NOVA as long as they are not developmental (remedial or pre-college) courses or a course that is offered exclusively to students in competitive admissions programs, such as nursing. High school students may not take physical education courses (PED). In all cases, students must meet administrative and placement criteria before taking a DE class. Once courses are selected, the student will then need approval from a parent/guardian as well as the high school principal (or designee) and high school counselor. High school approval is required, even if the course is not intended for high school credit (college credit only).

If the student is taking a course on campus, they must be 16 years old in order to be enrolled in an in-person class. Satisfactory completion of all NOVA courses conveys college credit at NOVA. Students who wish to receive high school credit as well as college credit for courses taken on campus or online should work with a high school counselor to select courses that will meet high school graduation requirements. Please remember that not all college courses will satisfy high school graduation requirements.

Generally, course selection falls into two categories: transfer (general education) courses and non-transfer (career/technical) courses. The transfer courses include those courses that are commonly used toward the completion of a baccalaureate degree at four-year colleges and universities. These general education courses include English, history, mathematics, psychology, etc. Only students who have qualified to take the course for college credit are eligible to enroll in DE courses.

Normally, **academic courses intended for transfer** with a grade of "C" or above should transfer to four-year colleges and universities. However, NOVA cannot guarantee transferability to all colleges and universities. Additionally, a student's choice of major may affect the transferability of specific NOVA courses.

NOVA **career/technical course credits** are applicable to specific curricula and are intended to prepare students for employment in those areas. Examples of these courses include automotive, hospitality management, horticulture, etc. While some of these courses may be accepted for transfer, no unified policy exists on the transfer of these courses. However, career/technical DE courses taken through NOVA will allow students to progress toward earning a specific certificate or degree program from the college.

Students are strongly advised to consult with their institution of choice to determine if their courses will be accepted for transfer.

IX. Delivery Options and Location of Dual Enrollment Classes

A. Courses Taught at NOVA or via NOVA Online (Independent Dual Enrollment)

High school students taking courses on campus or through NOVA online are designated as "Independent Dual Enrollment". Students are enrolled in NOVA courses and are part of the general student population on campus or online, and attend regularly scheduled college courses. These classes operate on the college schedule, which varies greatly from the high school contract classes. Be sure to go to the NOVA website: http://www.nvcc.edu/schedule/index.html to find the schedule of classes and semester dates.

B. Courses Taught at a High School (Contract Dual Enrollment)

Classes taught at a high school within the NOVA service region are designated as "contract Dual Enrollment." Dual enrollment classes are taught by instructors who meet all qualifications to teach college courses as outlined in the Virginia Community College System Qualifications.

Students should check with their high school counseling office to learn if any contract DE classes are offered at their high school.

X. Types of Dual Enrolled Students

A. **Dual credit students** (program/plan code 041) are high school students enrolled in college credit classes who receive both college credit and high school credit towards their secondary school requirements for graduation. Dual credit students can take the college credit classes either on a college campus, online, or at their high school in a contract DE class.

B. **Concurrently enrolled students** (program/plan code 042) are home schooled students. Concurrently enrolled students take college credit classes on the college campus or through NOVA-Online.

C. **Combination enrolled students** (program/plan code 043) are students who are still in high school and who are taking one or more courses for which they will receive both college and high school credit (dual credit) and one or more courses for which they will receive only college credit. At least one NOVA class will appear only on the NOVA transcript and at least one class will appear on both the NOVA and high school transcripts.

D. **Adult dual enrollment students** (program/plan code 04A) are adult students (21 years of age and older) who are enrolled in an alternative high school program. This does not include students enrolled in GED programs.

NOVA counselors, administrators, and academic division administrative staff who enroll DE students in classes will verify that students are correctly coded in one of the categories listed above.

XI. Enrollment Eligibility

According to the Governing Principles for Dual Enrollment (2015), Colleges may offer admission to public and private high school juniors and seniors and home-schooled students studying at the high school junior and senior levels, provided they are college ready according to VCCS policy.

Since the admission of freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be evaluated on a case-by-case basis. Formal approval by the President of the college, or designee, is required for admitting a ninth or tenth grade high school student.

Home-schooled students must provide a copy of a home school agreement approved by the school district, a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home-school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

XII. Exceptions to Grade Level Policy

VCCS policy allows colleges to consider **exceptional underclassmen** who are able to demonstrate readiness for college-level coursework through the colleges' established institutional policies. Each freshman or sophomore student will be evaluated for admission into the program on a case-by-case basis.

A. Courses Taught at NOVA (Independent Dual Enrollment)

Any freshman or sophomore requesting a course at NOVA (virtual, online, or in-person) will work with a NOVA Dual Enrollment coordinator and the Chief Academic Officer will give formal approval, if deemed appropriate. The student will have to demonstrate maturity and motivation to receive approval.

For the each semester, students submit via email:

- A completed dual enrollment request form (NOVA Form 125-207 or 125-208).
- A **high school or homeschool transcript**. Please note, handwritten transcripts or middle school transcripts will not be accepted.
- **Proof of college readiness** through high school GPA as detailed in College Placement in Section 2 – General Enrollment Steps and Policies.
- A brief personal statement (paragraph) from the student listing their academic goals and why they are interested in taking a class at NOVA at this time. This can include honors/awards or exceptional experiences that have prepared the student for more rigorous coursework. You can include any post-secondary goals and plans, if known.

- Participate in a (virtual) meeting with the DE Coordinator to discuss their interest in the course.

The information will be reviewed by the College President or designee for approval.

B. Courses Taught at a High School (Contract Dual Enrollment)

For freshman and sophomores taking classes in their high school, please submit:

- Completed request for course through NOVA's online request portal.
- Add a **high school transcript to the request in the account above**. Please note, handwritten transcripts or middle school transcripts will not be accepted.
- **Proof of college readiness** through high school GPA. Students must meet an outlined high school GPA for eligibility at the high school, as detailed in College Placement in Section 2 – General Enrollment Steps and Policies

The information will be reviewed by the College President or designee for approval.

XIII. International / Non-US Citizen Students

A. Courses Taught at NOVA

To be eligible for in-state tuition, students must be domiciled in Virginia for a minimum of one year before the first official day of classes. Domicile is defined as a student's "present, fixed home where the student returns following temporary absences and where a student intends to stay indefinitely." In essence, domicile has two parts, and students must meet both to qualify for in-state tuition. Students must reside in Virginia and intend to keep this as home indefinitely.

Students approved under the Deferred Action for Childhood Arrivals (DACA), may be considered for in-state tuition immediately. Talk with a counselor at your high school or a NOVA DE Coordinator to learn more about the process.

Students enrolled in a partner high school and are taking courses for both high school and college credit are entitled to in-state tuition rates regardless of domicile status.

All students applying for admission to NOVA claiming entitlement to in-state tuition privileges are required to complete the "Application for Virginia In-State Tuition Rates" form.

B. Courses Taught at a High School

Students with a non-U.S. citizen status who take a contract DE course offered in a high school will be covered under the terms and conditions of the agreement signed between NOVA and

the school system. Students will not have to present documentation and the school will be charged in-state tuition as long as the student is enrolled in contract DE courses and is also a student at the high school. Once the contract class is over, if students wish to continue taking classes at a NOVA campus, they will be required to submit documentation to support in-state eligibility.

XIV. Students requesting an accommodation for NOVA courses

Federal law applying to students with disabilities at the college level differs in some respects from the law that applies to high school students. Colleges operate under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified."

If a student chooses to disclose their disability to the college, they must complete the online request and complete an intake appointment with a NOVA Accommodations and Accessibility Services counselor in compliance with College procedures. Accommodations will be made if appropriate. Requests for accommodations will be considered based on the standards that apply at the college level; specific accommodations provided for students while in high school may or may not be extended at the college level.

Please note that no accommodation is permitted that fundamentally alters the curriculum.

XV. Academic Advising

Providing students with an ongoing, comprehensive and interactive advising process is important for student success. Therefore, NOVA is committed to providing students with the guidance necessary to make appropriate academic and career decisions.

At the high school, the school counselor is the student's main point of contact for dual enrollment courses. However, as NOVA students, all DE students have access to NOVA DE Coordinators to help explore and plan to meet career and educational goals. Students may contact a DE Coordinator at dualenrolmment@nvcc.edu and schedule an appointment, if needed.

Dual enrollment students cannot declare a major at the time of the NOVA application. However, if a DE student is committed to complete any NOVA degree or certificate, they may apply to be program placed using this e-form: https://dashboard.nvcc.edu/eForms/125-345. Advising sheets to help a student/counselor choose courses wisely can be found at https://www.nvcc.edu/catalog/index.html.

XVI. Dual Enrollment Class Scheduling

The college academic calendar differs from the school district calendars. If a student plans to take classes on campus, it is important to begin enrollment activities early in order to be ready for the start of the college academic semester. Fall registration usually starts in early April and spring registration begins in early November. Summer students register during spring semester. Check the college catalog for exact dates.

Students who take classes at NOVA must follow the academic calendar as established by the College for on-campus enrollment. Students are not permitted to register themselves in any NOVA courses. Therefore, students must submit all their dual enrollment-related paperwork at least 10 days before the course start date.

Students interested in dropping NOVA classes on campus should consult with their high school counselor to ensure they are meeting high school graduation requirements. Students wishing to leave the course after the drop date will be allowed to withdraw no later than the completion of 60% of the course.

For Independent Dual Enrollment, classes taken at NOVA, students are responsible for dropping or withdrawing by the deadline, if needed. Students can drop from a campus course by the deadline in their MyNOVA account. The course will not appear on their transcript and a refund will be issued if dropped by the deadline. Students can withdraw from a course by the stated deadline. The course will appear on their transcript as an attempt and show a W grade. The student will not be issued a refund.

For Contract Dual Enrollment, at the high school, students will follow the district calendar and students should refer to their syllabus and SIS for drop and withdrawal dates. Students wishing to drop a course at the high school will work with their high school counselor and instructor and be sure to communicate your request before the drop date so the course is removed from your transcript. When withdrawing from a course located at the high school, an e-form must be completed and approved by the high school; a 'W' grade will be placed on the transcript - https://dashboard.nvcc.edu/Forms/125-03.

Students can not be retroactively enrolled after the course is completed. Students should verify their enrollment using their myNOVA accounts each semester. Any issues should be addressed during the semester of enrollment.

XVII. Financial Aid

According to federal guidelines, high school students are not eligible for financial aid administered by the College. However, poor performance in dual enrolled classes may impact future financial aid eligibility by not making satisfactory academic progress (SAP). More information on SAP can be found at http://www.nvcc.edu/financialaid/policies/sap.html. Students may apply for financial aid once they have graduated from high school.

Students who continuously accumulate grades of a "D", an "F", and a "W" will contribute to SAP and may not be eligible to use financial aid in future enrollment at NOVA.

XVIII. Student Conduct and Discipline

NOVA is a learning community with specific expectations concerning the conduct of its students. NOVA's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates NOVA's mission. When a student's conduct adversely affects NOVA's pursuit of its educational objectives, actions will be taken to remedy the situation. NOVA's approach will be both to resolve the problem and to help students learn from their mistakes.

NOVA is committed to a proactive approach to helping our students succeed while maintaining a safe community. To learn more about these teams, please see the website for the Office of Wellness and Mental Health.

The Office of Student Rights and Responsibilities (OSRR) mission is to provide a systematic response to students whose behavior is disruptive to themselves, to others, or to the community.

While NOVA does not provide mental health services (per VCCS policy), it does provide faculty, staff and students with appropriate referrals.

All students should familiarize themselves with NOVA's Student Conduct, Rights and Responsibilities as printed in the NOVA College Catalog and Student Handbook.

XIX. Confidentiality of Dual Enrolled Student Records

According to the U.S. Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

When a student turns 18 years old or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education record to the parents of the student without the student's consent if the student is a dependent for tax purposes.

Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. However, if the student is not a dependent, then the student must provide consent for the school to disclose the information to the parents.

For students and parents interested in obtaining more information about FERPA, please visit: Family Educational Rights and Privacy Act (FERPA).

There are several exceptions to FERPA's general prior consent rule. One exception is the disclosure of "directory information." The following is considered "directory information" at NOVA and may, in accordance with FERPA, be disclosed at the discretion of the college:

- student's name
- current enrollment status (full time or part time)
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors and awards received
- major field of study
- dates of attendance (not individual class sessions)
- number of credit hours' enrollment

Students may specifically request to withhold such information by completing the NVCC Form 125-023: Request to Prevent Disclosure of Student Information: www.nvcc.edu/forms/pdf/125-023.pdf

Furthermore, when a student is enrolled in both a high school and a post-secondary institution, the two schools may exchange information about that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may review any records sent by the post-secondary institution to the high school.

The Virginia General Assembly amended § 23-9.2:3 of the Code of Virginia effective July 1, 2008, to give parents or court-appointed legal guardians who claim a student as a dependent on their Federal income tax return, regardless of the student's age, the right to information contained in that student's educational records.

All requests for information must be made to the Campus Registrar or the Dean of Students. A request for any information other than an unofficial transcript must be made in writing.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), the College has 45 days to respond to the request. The College is not required to provide copies unless the Campus Registrar determines that it is unreasonable to expect the parent to appear in person. For more information, visit https://studentprivacy.ed.gov/audience/school-officials-k-12

XX. The Role of Parents when Students are Interested in Dual Enrollment

A. Courses Taught at NOVA

Taking a NOVA course gives students the opportunity to be fully responsible for their own behavior and success. It is an opportunity for the parent to help their student learn to advocate for themselves with administration, counselors and teachers.

The student is responsible for completing the online application. Parents may be part of the admissions process as a final reviewer of responses before the application is submitted.

Parents may not be present when students are taking placement testing, nor may they sit in a class with the student unless the parent is also enrolling for the class after applying to the college and meeting placement requirements.

In order for a high school student to take a college class on campus, the parent must sign the appropriate recommendation form. This is an opportunity for the student to demonstrate that they are capable of handling this type of discussion about their own future.

Within the college setting, parents cannot directly communicate with the college instructor. All professors welcome students who wish to discuss course-related issues through an office visit or via the student's NOVA email. Parents are not expected to be part of this discussion unless the student specifically requests that parents be present.

B. Courses Taught at a High School

All discussions with a parent/guardian regarding a dual enrollment student will include the student. Even though the college course is taken in the high school, there is the expectation that the same respect will be shown to the student as they would receive at the college, and that the student will share in the discussion. Students should be encouraged to speak for themselves regarding any issue in question.

Parent access is guaranteed under the Family Educational Rights and Privacy Act (FERPA) and access must be granted within the process used by the school district.

General Enrollment Process, Requirements, & Grading Policies

All students taking DE classes whether on-campus, online, or within a high school are impacted by the following steps and policies.

Discuss Dual Enrollment Opportunities with your Parent/Guardian and High School Counselor

All students taking DE classes through NOVA should discuss a plan to dual enroll with a parent/guardian and high school counselor. Review the NOVA Catalog and decide which NOVA course(s) to take and if appropriate, the equivalent high school course(s). For more information about the NOVA Catalog, please visit the webpage here: http://www.nvcc.edu/catalog/index.html.

Applying to NOVA

The next step for enrolling in classes at NOVA is to apply to the college. The application process is free and must be completed online. Go to http://www.nvcc.edu and select the Apply Now tab at the top of the screen on the right side.

After submitting the application online, the student will receive a 7-digit Student ID number (EMPLID), username and temporary password at the end of the application process. EMPLIDs are used to identify students in myNOVA and for college records. Through myNOVA, students can see their academic records, access NOVA student email, and access Canvas for NOVA classes.

It is important to note that students activate their myNOVA account within 24 hours of applying and set up their password and security questions. The NOVA ID should be kept in a readily available and secure location for use throughout their NOVA career.

A Social Security number is not required to be on file; however, failure to provide a Social Security number may limit or delay access to services where the number is required by federal or state law (e.g., tax reporting, receiving financial aid after high school graduation).

Students must apply for admission to NOVA; if students have applied to other Virginia community colleges, they must also apply to NOVA using the same student ID number assigned by the original community college.

College Placement

Students wishing to take DE classes must demonstrate their readiness to handle college coursework. All students must show proof of English and math readiness through one of the options listed below.

Students interested in taking college courses that commonly transfer to a four-year institution (e.g. history, psychology, math, and others) must place into college-level English on the college placement test and meet all course prerequisites. Students taking courses that could lead to a NOVA Career Studies Certificate (CSC) or Associate of Applied Science (AAS), e.g., Early Childhood Education, Auto, HVAC, etc., must place into ENF 1 (English Fundamentals) or higher.

Certain courses, usually within the math, science, or engineering disciplines, have prerequisites or higher placement test requirements. Students taking MTH 263 (Calculus) or higher cannot use PSAT, SAT or ACT math exemptions to qualify them to take the course and must have appropriate placement on VPT.

In addition to meeting college readiness standards outlined above, students must also meet additional requirements for the specific course they are requesting. Students enrolling in some upper level math courses may take the Math VPT or use a qualifying AP or IB math score. Check the course descriptions for the individual classes before requesting enrollment.

Criteria for Participation in Dual Enrollment as outlined by the Virginia Community College System (VCCS)

https://www.nvcc.edu/admissions/dual-enrollment/procedures/admission-placement.html

Private, Public, and Homeschool juniors and seniors who meet each of the following criteria may register in college-level credit-bearing courses:

1. The student submits an Application for Admission.

2. The student is a rising public or private high school junior or senior, or homeschool student studying at the high school junior or senior level.
    i. The high school student has permission of the principal or designee, and the parent.
    ii. The homeschool student has permission of the parent.

3. The student demonstrates readiness for each college-level credit-bearing course in which they want to enroll. High school and homeschool students are not eligible to enroll in developmental or direct placement co-requisite English and Math courses. In demonstrating readiness, a student must meet one of the criteria established for each type of course in which they want to be registered:

Course Type	High School Transcript*		SAT		PSAT		ACT		VPT
Transfer** Courses (except Math)	Current cumulative high school GPA of 3.0 or higher	*or*	ERW score of 480 or higher	*or*	ERW score of 390 or higher	*or*	18 or higher on both English and Writing subject area tests	*or*	Placement into ENG 111
Career and Technical*** Courses (except Math)	Current cumulative high school GPA of 2.0 or higher	*or*	ERW score of 480 or higher	*or*	ERW score of 390 or higher	*or*	18 or higher on both English and Writing subject area tests	*or*	Placement into ENF 1 or higher

MTH 101-133	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in high school math course	*or*	ERW score of 480 or higher Math score of 530 or higher	*or*	ERW score 390 or higher and math score of 500 or higher	*or*	22 or higher on Math subject area test	*or*	Placement in MTH 111 or higher (Satisfaction of MTE 1-3)
MTH 154,155	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in a high school math course	*or*	ERW score of 480 or higher and Math score of 530 or higher	*or*	ERW score of 390 or higher and math score of 500 or higher	*or*	22 or higher on Math subject area test	*or*	Placement in MTH 154 or higher (Satisfaction of MTE 1-5)
MTH 161,167 Individual colleges may establish criteria for direct placement into calculus or other high level math course	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in Algebra 2 or in a higher level math course	*or*	ERW score of 480 or higher and Math score of 530 or higher	*or*	N/A	*or*	22 or higher on Math subject area test	*or*	Placement into MTH 161 or higher (Satisfaction of MTE 1-9)

*Cumulative GPA may be weighted or unweighted and may be self-reported.

**A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

***A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).

4. In addition to meeting the eligibility criteria above, a dual enrollment student must meet all course pre/corequisites as listed in the VCCS Master Course File and established by the college at which the student is enrolled in the course.

Dual enrollment is restricted to rising high school juniors and seniors and home school students studying at the high school junior or senior levels. Admitting high school or home school students below the junior or senior level is considered exceptional. The college-ready status of each prospective student below the junior or senior high school level shall be assessed on a case-by-case basis. Such students must meet the above eligibility criteria and any other criteria as may be established by the college for participation of students below the junior or senior level in dual enrollment. Colleges shall have criteria and procedures for the case-by-case assessment of such students. Formal approval by the college president, or designee, is required for applicants who are below the junior or senior high school level to participate in dual enrollment.

For more information on the Virginia Placement Test (VPT), please see the NOVA Placement Testing website: http://www.nvcc.edu/testing/placement.html.

Scores must have been earned within the past five years. PSAT 10 or the NMSQT are accepted. PSAT 8 and 9 are not accepted.

Although dual enrolled seniors may not have completed their final year of high school, it is strongly encouraged for them to register for fall classes at NOVA during the spring. Students should complete NVCC Form 125-104, Early Admission Certificate for Graduating High School Seniors: https://www.nvcc.edu/forms/pdf/125-104.pdf. When submitting the form, it must be completed with the necessary high school signatures. When presented to a NOVA coordinator, they will be able to help students move forward in setting the summer or fall schedule following high school graduation.

For more information, students are encouraged to visit NOVA's orientation website to get started.

NOVA Student Official Transcripts

Students enrolling in NOVA courses will have a college academic record. To request a student transcript, go to: http://www.nvcc.edu/transcripts/.

After applying to the College students can find their NOVA student ID number (EMPLID / SIS) or username and password at: https://www.nvcc.edu/novaconnect/students/tuts/id.html.

Courses Taught Through NOVA-Online

Students who wish to request an Independent Dual Enrollment course offered through NOVA Online should submit the necessary documentation to Dualenrollment@nvcc.edu.

For more information about NOVA Online courses, visit the NOVA Online website. A NOVA Online Coach can be reached at (703) 323-3347 or onlinesuccess@nvcc.edu

THE ENROLLMENT PROCESS DIFFERS BY THE LOCATION OF THE CLASS

Different processes apply when DE students register for online classes, in-person classes at a NOVA campus, or classes taught in the high school. For correct processes, students and parents should refer to 'Courses Taught at NOVA' or 'Courses Taught at your High School' depending on their interest and intent. Follow our Dual Enrollment Procedures here: http://www.nvcc.edu/dual-enrollment/checklist.html

II. Admissions and Enrollment Process for Courses Taught on a NOVA Campus or online (Independent Dual Enrollment)

Certain high schools and academies offer NOVA Dual Enrollment courses within the school day. The process for these courses differs slightly from courses offered at NOVA. High school counselors should work with students to determine if they meet any placement testing exemptions based on meeting the criteria identified in the section on College Placement, above. Any exemptions can be recorded on the students DE Intent Form. Counselors should include the type of test, date the test was taken and the test score. Counselors should sign the form in the appropriate place to verify the accuracy of the information provided.

i. Admission and Enrollment

- Discuss your plan to dual enroll with your parent/guardian and high school counselor. Review the NOVA Catalog and Schedule of Classes. Decide which NOVA course(s) to take and if appropriate, the equivalent high school course(s).
- Apply to NOVA. The application can be found at https://apply.vccs.edu. The entire enrollment process, including placement testing, and registration, must be completed before the first day of class.
- Payment must comply with the payment due date for the semester as established by the College.
- Take the needed placement tests or collect needed documentation showing results from an AP, PSAT, SAT or ACT test for exemption from the college placement test. For math classes, students must have a placement score from the VPT or above tests. Tests are given at each campus testing center. Students must produce a photo ID and EMPLID. For test center information, see http://www.nvcc.edu/testing.
- Complete the appropriate DE recommendation form:
  - **i.** High school students must submit a completed and signed NVCC Form 125-207: Dual Enrollment Recommendation Individual High School Student, giving permission from their high school counselor, principal and parent/guardian. The form is accessed here: https://www.nvcc.edu/forms/pdf/125-207.pdf.
  - ii. Homeschooled students must submit a completed and signed NVCC Form 125-208: Dual Enrollment Recommendation Home-Schooled Students, giving permission from their parent/guardian. The form is accessed here: https://www.nvcc.edu/forms/pdf/125-208.pdf. Homeschooled students must also provide a copy of a home school agreement approved by the school district, a letter from the local school board, or a copy of the letter filed by the parent/guardian declaring home-school for religious exemption.

Before final approval of DE students who take classes on campus, they must submit all documents to dualenrollment@nvcc.edu and can meet with a NOVA DE Coordinator for advising and planning.

iii. Freshmen and sophomores: VCCS policy allows colleges to consider exceptional freshman and sophomore students who are able to demonstrate readiness for college-level coursework through the College's established institutional policies. Each freshman and sophomore student will be evaluated on a case-by-case basis. The admission of a freshman or sophomore requires approval by the College President or designee.

iv. Freshman and sophomore students who want to take NOVA classes on campus will be required to meet with a DE Coordinator. Following that, the College President or designee will give formal approval if the student is admitted. The student will have to demonstrate maturity and motivation to receive approval. For the initial interview, student should have:

- A **high school or homeschool transcript**. Please note, handwritten transcripts or middle school transcripts will not be accepted.
- **Proof of college readiness** through high school GPA as detailed in College Placement in Section 2 – General Enrollment Steps and Policies.
- A brief personal statement (paragraph) from the student listing their academic goals and why they are interested in taking a class at NOVA at this time. This can include honors/awards or exceptional experiences that have prepared the student for more rigorous coursework. You can include any post-secondary goals and plans, if known.
- Participate in a (virtual) meeting with the DE Coordinator to discuss their interest in the course.

v. The request for exception will be sent by the NOVA DE Coordinator to the President or designee for final review and decision.

Returning dual enrollment students must complete the Dual Enrollment Recommendation Form each semester. Your NOVA transcript and course completion progress will be reviewed prior to approving or denying future enrollments at the College.

Students wishing to take a DE course on campus must remember that College courses always begin before the high school semesters; check the College calendar for critical dates: http://www.nvcc.edu/calendars/academic/.

All DE students have holds placed into their accounts that will prevent self-enrollment. High school students may not self-enroll in NOVA courses. If approved, a DE Coordinator will register and confirm the enrollment via email. NOVA academic counselors on-campus and online are found here: www.nvcc.edu/advising/index.html.

Payment is expected by the payment deadline outlined on the website. Students who take NOVA courses through Independent Dual Enrollment are responsible for NOVA tuition and fees.

High school students taking NOVA courses prior to graduation are not eligible for Financial Aid. Verify enrollment in the correct courses

Purchase Books

- Print schedule of classes and take it to the bookstore where the course is taught or buy books online through the NOVA Barnes and Nobles Bookstore. The College bookstore may also have textbooks available for rent.

Purchase a NOVA Parking Permit

- Parking permits are required on all NOVA campuses. Also, parking is free after 3:45 p.m. on weekdays and all day on the weekend. Students can buy a parking permit online through Parking Services using a credit card 24 hours after enrolling and paying for classes. Students can also pay for a permit with cash or by check at any of the campus Parking Services offices. For more information about parking, please visit Contact Parking Services

Obtain a NOVACard Student Identification Card

- All enrolled students are eligible to receive a NOVACard. The first ID card issued is free.
- A NOVACard is the official student identification card.

Activate the NOVA Student Email Account

- After you are enrolled in a course, you will have access to your NOVA student email. You are expected to use your NOVA student email when communicating with your instructor.

To protect student's privacy, instructors may only use a student's official NOVA email address. In addition, all correspondence to professors or college officials should be sent from the student's official NOVA email account.

Students will receive updates on course changes and other pertinent information through their NOVA email account. Students should check their NOVA email on a regular basis.

ii. Tuition Rates for Dual Enrollment Students on Campus

It is the policy of NOVA to admit individual Virginia high school students who can show college readiness and complete the registration procedures.

Individual DE students who take courses on campus are subject to the same tuition rates as other on-campus NOVA students. To be eligible for in-state tuition rates, students must be domiciled in Virginia for a minimum of one year before the first official day of classes or be taking the course for both high school and college credit. Students who attend a Northern

Virginia high school who contracts with NOVA and are taking classes for both high school and college credit, are granted in-state tuition. Students not taking courses for dual credit must show proof of domicile to receive in-state tuition rates.

When applying for in-state tuition, students must be prepared to present documentation to support their domicile claim. Documentation used to prove domicile may include: Virginia tax forms, visa/passport, Immigration documents, military ID cards, military dependent ID cards, VA driver's licenses, VA car registration, lease agreements, etc. Please contact any NOVA Student Services Center for more information.

In order to gain in-state rates, undocumented students must go through the DACA process which can be found at: https://www.uscis.gov/archive/consideration-deferred-action-childhood-arrivals-daca. When applying for in-state tuition, they should be prepared to present documentation to support their domicile claim. Documentation used to prove domicile include: Virginia tax forms, military ID cards, military dependent ID cards, VA driver's licenses, lease agreements, etc.

iii. Textbooks for Campus Courses

Students are responsible for purchasing textbooks and other supplies. Some textbooks will be available for rent at the campus bookstores. NOVA All Access is a course material model that lowers the cost of materials for you and ensures you'll have access to all your required course materials on or before the first day of class. Students are charged $22.50 per credit, and the charge is added to the student's account as a "fee." The fee is dropped if the student drops the course by the drop deadline. Students with Open Education Resource (OER) sections can opt out. However, a student is unable to opt out by class and can only opt out by term.

iv. Attendance and Student Participation for Campus Courses

Education is most effective when it is a partnership between the student and the instructor. Instructors plan a variety of learning activities to help their students master the course content. Students must participate in these activities within the framework established in the class syllabus. Instructors will identify specific class attendance policies and other requirements of the class in the class syllabus that is distributed at the beginning of each term. College faculty have broad latitude to set class requirements and policies that are spelled out in the class syllabus. Successful learning requires good communication between students and instructors; therefore, regular classroom attendance is essential.

It is the student's responsibility to inform the instructor prior to an absence from class if this is requested by the instructor in the class syllabus. Students are responsible for making up all coursework missed during an absence. In the event of unexplained absences, especially if students miss the first two weeks of class, the instructor will administratively drop students from the course.

v. Withdrawal from Campus Courses

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a grade of "D" or "F" in the class. Students and parents need to be aware that these grades will show on the NOVA transcript and will not typically transfer.

Students who take classes at NOVA must follow the academic calendar as established by the College for on-campus enrollment. Students are not permitted to register themselves in any NOVA courses. Therefore, students must submit all their dual enrollment-related paperwork at least 10 days before the course start date. Students interested in dropping NOVA classes on campus should consult with their high school counselor to ensure they are meeting high school graduation requirements. Students wishing to leave the course after the drop date will be allowed to withdraw no later than the completion of 60% of the course.

Students should be aware that withdrawals and low GPA earned in DE classes can impact the awarding of Financial Aid after graduating high school.

All students are strongly encouraged to speak with their high school counselor before withdrawing from any course.

For Independent Dual Enrollment, classes taken at NOVA, students are responsible for dropping or withdrawing by the deadline, if needed. Students can drop from a campus course by the deadline in their MyNOVA account. The course will not appear on their transcript and a refund will be issued if dropped by the deadline. Students can withdraw from a course by the stated deadline. The course will appear on their transcript as an attempt and show a W grade. The student will not be issued a refund.

Should the student be unable to complete the class before the course end date due to an extenuating circumstance beyond the student's control, the student may submit an incomplete ("I" grade) request. The incomplete will allow the student to "pause" their coursework during the semester and may continue to complete and submit assignments beyond the course end date. Students must have already successfully completed 60 percent of the entire class work to be eligible. For more information about the incomplete process: https://www.nvcc.edu/catalog/cat2018/policies/grades.html

Tuition paid for the class will not be refunded if a student withdraws from a course.

vi. Final Examinations and Assessments on Campus

Students are expected to take tests at regularly scheduled times. In addition, in the majority of classes every student is required to take a final examination or complete some other end-of-semester final project. If neither is required by the teacher, students will continue receiving instruction during the scheduled final examination period. Any deviation from the final examination schedule must be approved by the campus provost.

Students have the right to review their final exam for one semester after the end of the term in which the final exam was taken.

Students should refer to final exam dates in the class syllabus. Dual enrollment students who take classes on a NOVA campus are expected to follow the final exam schedule as listed in the college academic calendar.

IV. Admissions and Enrollment Process for Contract DE Classes Offered in the High School

A. Steps for enrollment

1. Discuss your plan to take dual enrollment courses offered at the school with your parent/guardian and a high school counselor.
2. Meet the high school counseling office to receive the Dual Enrollment steps for enrollment, including how to apply to NOVA online and placement/admissions requirements for each course.
3. Apply to NOVA online and record your student EMPLID / SIS, myNOVA username and password.Take the required placement test(s) if you do not meet the exemptions through GPA, PSAT, SAT, ACT, SOL, AP or IB scores.
4. Complete the online request at https://nvcc.dualenroll.com/login
5. The entire class will be enrolled by NOVA's Office of Dual Enrollment staff based on the high school roster.
6. Verify enrollment by logging into myNOVA. Please communicate any error in your academic record immediately to your high school DE instructor or high school counselor.
7. Once enrolled, you may go to the nearest campus to get a NOVACard.

B. Tuition Rates for Contract Dual Enrollment Courses within the High School

Most students enrolled in contract DE classes held in their high school will be charged no tuition for those classes. Rates for in-state tuition will be in accordance with rates established by the State Board for Community Colleges for NOVA and in effect at the time the classes begin. High schools sponsoring the contract classes are given credit for providing opportunities to students as well as the use of their facility and use of their own faculty, reducing the rate to zero.

If taking courses in the high school, student and parents should ignore email or phone calls from the College urging registration or requesting payment for courses. These forms of communication are targeted only to students taking coursework on campus or though NOVA-Online. Please alert ODE by sending an email to dualenrollment@nvcc.edu if a student is asked to pay the College directly for a DE course taught at a high school.

REMEMBER: Students taking DE classes both at their high school and at the NOVA campus must be prepared to follow the differing policies and processes for each location. Steps for registering for class are different, and tuition rates will be based on where the course is taken.

Textbooks for Contract Courses within the High School

NOVA will approve textbooks for use in all DE courses. Students may be responsible for purchasing the textbooks for the course or the high school may choose to purchase books for student use. For more information about specific course textbooks, contact the high school directly.

Attendance and Student Participation for Contract Courses within the High School

In consultation with high school administrators and NOVA, DE instructors will determine the attendance/student participation policies. Instructors will identify specific class attendance policies and other requirements of the class and communicate these in the class syllabus that is distributed at the beginning of each term.

It is the student's responsibility to inform the instructor prior to an absence from class if this is requested by the instructor in the class syllabus. Students are responsible for making up all coursework missed during an absence. In the event of unexplained absences, the instructor can withdraw students administratively from the course.

Withdrawal from Contract Courses within the High School

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a grade of "D" or "F" in the class. Students and parents need to be aware that these grades will be part of the NOVA transcript and these credits will not typically transfer. Students should refer to the class syllabus for withdrawal date deadlines. All students are encouraged to speak with their high school counselor before withdrawing from any course.

Students should be aware that Withdrawals and low GPA earned in DE classes can impact the awarding of Financial Aid after graduating high school. Students and their parents are strongly advised to regularly evaluate their decision to participate in further DE classes based on factors such as other time commitments and previous class performance.

Students will follow the district calendar and students should refer to their syllabus and SIS for drop and withdrawal dates. Students wishing to drop a course at the high school will work with their high school counselor and instructor and be sure to communicate your request before the drop date so the course is removed from your transcript. When withdrawing from a course located at the high school, an e-form must be completed and approved by the high school; a 'W' grade will be placed on the transcript - https://dashboard.nvcc.edu/Forms/125-03.

It is important to note that the "W" grade may affect the student's ability to get financial aid once they complete high school. A "W" grade also counts as an attempt to complete a course. This is an important distinction if the student chooses to repeat the course.

Students can not be retroactively enrolled after the course is completed. Students should verify their enrollment using their myNOVA accounts each semester. Any issues should be addressed during the semester of enrollment.

For contract DE classes taught at the high school, a firm withdrawal date is established by the College. Students cannot rely on a verbal statement as evidence of withdrawal thus it is important to obtain a copy of the signed withdrawal form should problems arise at another time.

C. Final Examinations and Assessments for Contract Courses within the High School

For DE classes taught at the high schools, NOVA, together with the high school, will determine the procedure and dates of the final exam and assessment. Regardless of high school policy on exemption from final examinations based on course grade or other factors, DE courses do not exempt finals.

D. Student Evaluation of Contract DE Instructors

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized structured instructional time for 15 weeks (or equivalent).

Students will receive a final grade each semester for the coursework taken during the semester. The grades are not averaged to give a final grade for the year. College courses are based on semesters.

Grading criteria for a course are determined by each instructor and identified in the course syllabus. Students should consult with the instructor, seek a tutor or consider withdrawing before 60 percent of the class is completed if they experience difficulty with coursework. At the campus, withdrawal deadlines will be determined by the college, posted on the college website and should be included in the teacher's syllabus. At the high school, drop and withdrawal dates will differ from college dates and should be included in the teacher's syllabus.

In order for courses to transfer to four-year colleges or universities, a grade of "C" or higher is required.

The grades of "A," "B," "C," "D" are passing grades. A grade of "F" is a failing grade. "I" is an incomplete grade. The "W" is a final grade and carries no credit.

Please note that "+" or "–" is not used for college coursework at Northern Virginia Community College, and "D" does not transfer.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades note the character of study and are assigned quality points as follows:

- A = Excellent 4 grade points p/ credit

- B = Good 3 grade points p/ credit
- C = Average 2 grade points p/ credit
- D = Poor 1 grade point p/ credit
- F = Failure 0 grade point
- I = Incomplete No grade point credit

When students take a DE class, they are establishing a college transcript and the DE courses become a part of the student's permanent college transcript. This academic information must be submitted to colleges or universities students wish to attend in the future. This includes graduate and professional school programs. Some employers also require prospective employees to provide copies of all college coursework previously taken. In addition, grades received in DE classes that also count toward the requirements of high school graduation may impact the student's high school GPA.

warranted.

The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "I" grade extends enrollment in the course, requirements for satisfactory completion will be established through consultation between the faculty member and the student and documented on NVCC Form 125-076: "I" Grade Assignment form, https://www.nvcc.edu/forms/pdf/125-076.pdf. In assigning the "I" grade, the faculty must complete documentation that:

- States the reason for assigning the grade
- Specifies the work to be completed and indicates its percentage in relationship to the total work of the course
- Stipulates the date by which the work must be completed
- Identifies the default grade (A, B, C, D, or F) based upon course work already completed

Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the provost. The student will be given a copy of the documentation. All "I" grades that have not been changed by the faculty member through the normal grade change processes will be subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances, which must be approved by the provost.

Students should contact the high school counselor if they wish to request an incomplete or want to withdraw from a class. Students and parents/guardians must understand that an incomplete grade may jeopardize or delay graduation from high school. Failure to complete coursework during the prescribed time limit may result in an "F" grade for the course.

Appendices

I. Governing Principles for Dual Enrollment between Virginia's Public Schools and the Virginia Community College System (VCCS)

a. Introduction

The Governing Principles for Dual Enrollment between Virginia Public Schools and the Virginia Community College System exist to provide a state-wide framework for successful, quality dual enrollment partnerships between public schools and community colleges. As such the Principles encourage rigorous educational pursuits; promote a wider range of course options for high school students; and advance access to and success in higher education and the workplace. In addition, because dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit, time is saved and the duplication of facilities and equipment is avoided, both of which have a positive economic impact on the Commonwealth of Virginia.

The benefits of dual enrollment programs are well-known. Dual enrollment programs expose high school students to rigorous coursework and prepare them for the academic and behavioral expectations of colleges and universities. High school students participating in dual enrollment programs have increased motivation and engage deeply with their learning, promoting a smoother college transition and increased chances of long-term academic success. Students who have participated in a dual enrollment program have higher high school graduation and college enrollment rates. When in college, these students have higher persistence and retention rates as well as higher GPAs. The acquisition of dual enrollment credits decreases the time required to complete a college degree resulting in significant cost savings.

These Governing Principles align with the Code of Virginia, which recognizes community colleges as the primary providers of college education for high school students in the Commonwealth; with State Council for Higher Education for Virginia (SCHEV) policy; with Virginia Department of Education (VDOE) policy; and with all policies, standards and requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dual Enrollment faculty and students shall be bound by these Governing Principles.

For the purpose of this document, dual enrollment refers to community college coursework taken by high school students under the aegis of an agreement between a public school or public school division and a VCCS college wherein a student takes college-level coursework that counts towards high school graduation and is designed to result in earned college credits. High school students may elect to pursue one of several dual enrollment pathways. Students may take dual enrollment courses to enhance the rigor of their high school coursework but without deliberately seeking a post-secondary credential. Qualified students may choose a pathway that provides the opportunity to complete a certificate or an associate of arts or an associate of science degree and take courses that will transfer to post-secondary colleges and universities.

Students may choose to enroll in a career technical educational pathway that provides the opportunity to complete a certificate or an associate in applied science degree during or after high school that leads to entry into the workforce. In all cases the community college shall maintain institutional control of the courses and ensure curricular integrity.

These pathways represent working partnerships between community colleges and the public school divisions and shall be developed at the local level between the public school division and the individual community colleges authorized to contract such agreements. All such agreements, the plans for implementation, and the specific dual enrollment options and pathways provided to students shall comply with these Governing Principles and, as dictated by the Code of Virginia, be submitted by the institutions to the Chancellor of the Virginia Community College System and the Superintendent of Public Instruction annually.

b. Student Eligibility and Admission Requirements

The Regulations Establishing Standards for Accrediting Public Schools in Virginia (8 VAC 20-131), adopted by the Virginia Board of Education, governs and encourages student participation in dual enrollment arrangements under the following specified conditions:

i. Written approval of the high school principal prior to participation in dual enrollment must be obtained;
ii. The college must accept the high school student for admission to the course or courses; and
iii. The course or courses must be offered by the college for degree credits (no remedial courses will be offered)

Colleges may offer admission to public and private high school juniors and seniors and home school students studying at the high school junior and senior levels, provided they are college ready according to VCCS policy. [1] Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting a ninth or tenth grade high school student. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring homeschool for religious exemption. Documentation of parental permission is required for all dual enrollment students.

All dual enrollment students must demonstrate readiness for college through placement testing or appropriate scores on the SAT, ACT, PSAT, AP, IB, or SOL . Students enrolling in a dual enrollment course must meet all college course prerequisites. The community college shall

[1] Colleges are encouraged to apply these principles to private high school dual enrollment offerings and home school dual enrollment students. In all cases community colleges shall maintain institutional control of the dual enrollment courses and ensure curricular integrity of those courses.

assume responsibility, either on campus or at another location approved by the college, for administrative oversight of placement testing and registering students.

Dual enrollment students must be registered by the end of the add/drop period established for each course; exceptions must be approved by the Vice Chancellor for Academic Services and Research. Dual enrolled courses taught at the high school may not include non-dual enrolled students without the documented approval of the community college president.

c. Student Support Services

In order to support the dual enrolled student's collegial experience, the community college shall provide dual enrollment students access to appropriate student support programs, academic support services, and activities including access and user privileges to adequate library collections and services and any other learning information or resources.

d. Dual Enrollment Faculty

i. Selection of Faculty

Faculty shall be selected by the participating community college and shall meet the faculty qualification guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Board for Community Colleges policies. When determining faculty qualifications, an institution considers the highest earned degree in the discipline and related work. The following guidelines shall be used:

I. Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree have earned a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline
II. Faculty members teaching associate degree courses not designed for transfer to the baccalaureate degree have earned a bachelor's degree in the teaching discipline or associate's degree in the teaching field with demonstrated competencies in the teaching discipline and two years of occupational experience
III. Faculty members teaching non-associate's degree occupational programs have earned a high school diploma or equivalent, associate or equivalent in the teaching field preferred, and five years of current occupational experience as defined by the State Board for Community Colleges

ii. Faculty Responsibility

Dual enrollment faculty shall conform to all college and departmental responsibilities, policies, and procedures related to dual enrollment courses. The faculty member shall:

- Prepare and disseminate a college-approved course syllabus that include all required information for the college course, including the college's grading scale;
- Adhere to the required number of instructional/contact hours for the course;

- Adhere to established college academic/instructional calendars for enrollment and grade submission;
- Use college-approved instructional materials;
- Incorporate all student learning outcomes and assessment of student learning outcomes into instruction;
- Participate in student evaluation of instructional effectiveness;
- Submit final course grades; and
- Participate in required meetings and professional development opportunities

e. Curriculum Standards

Dual enrollment courses shall be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the VCCS Master Course File. All dual enrollment courses shall be equivalent to the pedagogical, theoretical, and philosophical orientation of the community college department and contain the same student learning outcomes, components of the syllabi, level and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness.

f. Evaluation

An effective dual enrollment program requires collaboration between public schools and community colleges to evaluate student learning outcomes, program learning outcomes, instructional effectiveness, and longitudinal outcomes. This evaluative process shall be coordinated by the community college with support from the public school to implement and collect information and data in a timely manner. The following guiding principles establish expectations for the community colleges and public schools regarding the evaluation of the dual enrollment program.

g. **Student Learning Outcomes (SLO)**

In order to ensure that dual enrollment courses taught at the high school meet the curricular depth and breadth of courses taught on community college campuses, all dual enrollment courses shall have the same student learning outcomes as those courses taught on campus. In addition student learning outcomes in all dual enrollment courses shall be assessed using common assessment measures identified and approved by the college and utilized in courses taught on campus. All course learning outcomes shall be communicated to students.

h. Program Learning Outcomes (PLO)

Where applicable, the community college's assessment of program learning outcomes shall include dual enrollment students.

i. Instructional Effectiveness

The community college shall conduct evaluations of dual enrollment instructors using college guidelines established for all adjunct or full-time faculty. High school faculty or

adjunct faculty employed by the community college teaching a dual enrollment course shall be evaluated in accordance with the college's adjunct faculty evaluation process. Full-time community college faculty teaching a dual enrollment course shall be evaluated in accordance with the college's full-time faculty evaluation process.

Part of the evaluation of instructional effectiveness shall include student evaluation of faculty effectiveness. Student evaluation of faculty effectiveness shall be conducted each semester for each course offered in the dual enrollment program and use the same instruments used for all adjunct or full- time faculty. Results of the student evaluations of teaching effectiveness shall be compiled and shared with the academic dean or designee, the faculty member, and the designated public school representative.

j. Evaluation of Longitudinal Outcomes

Community colleges and public schools divisions shall work together to provide tracking data on the performance of dual enrollment students, including credits completed, college courses attempted and completed, cumulative GPA, high school graduation data, and any other data agreed upon. The specific data elements will be reported by the community college on a regular basis.

k. Continuous Improvement

In order to ensure the quality and effectiveness of the dual enrollment program, the community college will specify and evaluate dual enrollment programmatic outcomes and identify changes intended to result in continuous improvement.

l. Financial Issues

Public school divisions and community colleges should provide the opportunity for students to participate in dual enrollment at little or no cost to them or their families. Virginia Community College System (VCCS) policy requires that full tuition and fees be paid to community colleges for each student in every dual enrollment course. However, a college may reimburse a public school division a portion of tuition in recognition of the school division's contribution of resources toward student participation in the dual enrollment program:

- In accordance with the VCCS Dual Enrollment Financial Model, community colleges will reimburse school divisions when dual enrollment courses are offered in the high school and are taught by a qualified high school faculty member. The minimum amount of tuition that will be reimbursed is 60% of tuition charged. The reimbursement rate can be increased up to 100% of the tuition charged based on specific options negotiated by the community college and public school division. Total reimbursement may not exceed 100% of the tuition charged. School divisions may not charge dual enrollment students or their families more than the actual cost of the tuition and fees charged. Reimbursement rates and justifications shall be documented in the annual dual enrollment contract between the community college and the school division

- When dual enrollment courses are not taught by high school faculty members, the community college may, in order to reduce the net cost to students, reimburse the school division a portion of tuition in recognition of agreed-to contributions of resources provided by the school division

Neither the school division nor the community college will be penalized in its state appropriation for implementing dual enrollment programs. Public schools shall receive average daily membership (ADM) credit for their students participating in these programs, and the community college shall receive full- time equivalent (FTE) credits for high school students participating in dual enrollment.

In accordance with VCCS policy, tuition shall be charged at the Virginia in-state rate for any high school student not otherwise qualified for in-state tuition who is enrolled in courses specifically designed as part of the high school curriculum in a community college for which the student may, upon successful completion, receive high school and community college credit pursuant to a dual enrollment agreement between the high school and the community college. In addition, a capital fee shall not be charged to any out-of-state dual enrolled student.

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Atif Qarni
Virginia Secretary of Education

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Glenn Dubois
Chancellor, VCCS

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Steven R. Staples
Superintendent of Public Instruction